Executive Director

This search is being conducted by:

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1. Opportunity

The American Dairy Science Association (ADSA) — the pre-eminent science-based organization working to advance a sustainable global dairy industry — has a unique opportunity for an individual with the right mix of proven business management skills and a demonstrated ability to work constructively within a vibrant, science-driven learning environment. ADSA’s new Executive Director will be expected to work collaboratively within an intellectually and financially robust organization made up of academics, industry personnel and other individuals dedicated to meaningful scientific advancement in all aspects of the dairy industry. Operating in a highly collegial and inclusive environment, the Executive Director will help manage and administer a wide variety of programs and activities designed to generate the science-based solutions needed to keep ADSA at the forefront of efforts to meet growing global food needs and evolving consumer expectations.

Key Responsibilities

The Executive Director reports to the ADSA Board of Directors in coordination with the ADSA President. In partnership with the Board on strategic direction, the Executive Director has overall operational responsibility for the mission, programs, and services of the ADSA and its Foundation. The Executive Director is also a key advisor to FASS Inc., ADSA’s non-profit management organization.

Operations and Administration

- Collaborate with the Board in the formation of new policies, procedures, and programs.
- Administer and direct programs approved by the Board.
- Serve as executive staff to the Board and its Executive Committee by organizing meetings and preparing and distributing meeting agendas, materials, and minutes.
- Serve as a non-voting member of the Board.
- Maintain regular communications with the Board and provide an annual report on the state and accomplishments of the organization.
- Facilitate strategic conversations within the Board, contribute to the development of the ADSA Strategic Plan, and create an Operations Plan to support the accomplishment of strategic goals.
- Maintain the organizational structure, ensuring sufficient human resources needed to carry out ADSA’s mission and work plan.
- Actively engage and energize members, volunteer leaders, board members, industry partners, and other stakeholders to move the ADSA forward.
- Manage the day-to-day business operations of ADSA, collaborating with FASS staff and overseeing the performance of independent contractors and contractual partners.
- Act as a resource to the FASS Executive Director.
- Serve as a non-voting board member of FASS Inc. and an advisor to the FASS Board and management.
- Oversee the work of the ADSA Foundation and serve as executive staff to the Foundation Board.
Finance

- Work with the ADSA Finance Committee and Treasurer to develop and propose ADSA's annual budget.
- Manage the approved budget and provide regular financial reports to the Board, highlighting areas of concern or opportunity.
- Work with ADSA's investment advisor to effectively maintain and grow ADSA's assets and reserves.
- Arrange for a Certified Public Accountant to conduct an annual audit of ADSA finances and ensure the provision of the data needed to perform the audit.

Marketing, Membership, and Programs

- Develop a marketing and communications strategy that identifies member needs, effectively communicates the member value proposition, raises the visibility of ADSA products and services, and promotes the important work conducted by ADSA's members.
- Serve as an active ambassador representing the interests of members and continually enhancing ADSA's credibility.
- Ensure that ADSA's programs and services meet members' needs.
- Promote the dairy science profession and membership in the ADSA.
- Supervise and coordinate program development, marketing, and administrative support for the ADSA annual meeting and regional meetings.
- Coordinate all fundraising and sponsorship activities.
- Nurture existing partnerships and create new strategic partners to enhance ASDA's grants and education programs.
- Work with existing corporate members to develop a service program to meet their needs while simultaneously enhancing the work of the ADSA.

Qualifications, Experience, and Competencies

The successful candidate should possess the following experiences and qualifications:

- A deep appreciation for the vital role played by science in guiding the evolution of a global dairy industry and offering science-based solutions that are economically sound, environmentally responsible, and socially responsive.
- A minimum of five years of association or related business management experience (ideal).
- Experience in the management of a scientific organization (desirable).
- A history of success working with a volunteer board of directors and the ability to cultivate board member relationships.
- Proven ability to lead an organization and manage all aspects of a headquarters office.
- Evidence of effective financial management, including financial planning, budgeting, and strategic growth of income and assets of an organization.
Demonstrated ability to collaborate and to identify solutions to challenges by multiple stakeholders.

Experience in developing and implementing a strategic plan and accomplishing its goals.

Experience in developing strategic relationships with industry partners, resulting in robust exhibit and sponsor programs as well as strong philanthropic participation.

Experience in overseeing the management of a scientific meeting.

Experience and skill in negotiating, adopting a win-win approach.

Strong written and verbal communication skills.

Flexibility to travel as required for the effective management of the organization.

Bachelor's degree required; advanced degree (particularly in science) desirable.

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**Personality and Behavioral Traits**

The successful candidate for the ADSA Executive Director position will be

- A strategic thinker and a strong communicator
- Honest, with a highly developed sense of ethics
- Driven to succeed
- Entrepreneurial in approach
- A “people person” who can engage with diverse personalities

He or she will have

- Intellectual curiosity
- A deep appreciation for science as it relates to agriculture and food systems
- A member-centric mindset
- A collaborative and mentoring management style

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**Measures of Success**

The specifics regarding measures of success, including metrics, will ultimately be agreed upon by the successful candidate and the ADSA Executive Committee. At the end of the first year, the Board would expect the following:

- A smooth transition has taken place, with the Executive Director developing effective relationships and rapport with the ADSA Board, the FASS staff and Board, the Foundation Board, and ADSA volunteer leaders.
- The Executive Director has actively engaged and energized members and industry supporters.
- The Executive Director demonstrates a solid understanding of the overall dairy industry and the science underpinning the success of the industry in meeting its goals.
- Association operations are being effectively managed and include a high-functioning and motivated staff and volunteers.
- The Executive Director is effectively implementing the ADSA strategic plan.
- The Association’s finances are well managed and on track to meet budget goals.
II. Organization Review

About ADSA

The American Dairy Science Association (ADSA) is an international organization of educators, scientists, and industry representatives who are committed to advancing the dairy industry and are keenly aware of the vital role the dairy sciences play in fulfilling the economic, nutritive, and health requirements of the world’s population. ADSA provides leadership in scientific and technical knowledge to sustain the global dairy industry through the generation, dissemination, and exchange of information and services. Together, ADSA members have discovered new methods and technologies that have revolutionized the dairy industry.

In addition, as the “Voice of Science” for the dairy industry, ADSA communicates the value of and need for innovative research in dairy production and dairy foods to the public and governmental and private research funders, provides trained spokespersons to collaborate with industry partners in addressing public concerns relative to dairy production and dairy foods issues, and actively participates in the identification of research and education goals in dairy production and dairy foods.

ADSA was founded in 1906 with 19 charter members. Currently, the organization has approximately 3,000 members in student, professional, and corporate categories. ADSA’s members hail from over 60 countries, although most reside in North America. Regardless of their occupations or roles, members are connected by the common bond of working toward the advancement and dissemination of science to improve the dairy industry. ADSA’s mission statement is as follows:

*The American Dairy Science Association promotes the creation, dissemination, and exchange of scientific and technical knowledge to improve and sustain the global dairy sector, to the benefit of humankind.*

Organizational Objectives

- To create an atmosphere in which all segments of the dairy industries freely exchange knowledge.
- To recognize outstanding personal achievement.
- To publish original research, reviews, and timely information in ADSA’s official publication, the *Journal of Dairy Science*, the highest-ranked general dairy research journal in the world.
- To sponsor programs that challenge and develop youth for leadership responsibilities.

Guiding Principles

- Long-standing commitment to the dairy food system through our organizational structure comprising Dairy Foods and Dairy Production Divisions.
- Building and maintaining relationships with like-minded societies.
- Building and maintaining synergistic partnerships for the advancement of animal agriculture and food systems research and education.

Strategic Plan

ADSA’s program of activities is driven by a strategic plan created by ADSA leaders in 2017. The major goals of that plan are as follows:

**Goal A:** The *Journal of Dairy Science* will be the premier dairy science journal worldwide that publishes the best scholarly findings.
Goal B: ADSA will provide the premier global dairy science meeting.

Goal C: ADSA will enhance its visibility to members and non-members as the world’s leading authority in farm-to-table dairy science.

Programs
ADSA supports its mission and goals through a program of activities that includes the following:

- The Journal of Dairy Science, the leading dairy research journal in the world.
- Other publications, including the Large Dairy Herd Management textbook and the biannual ADSA Newsletter.
- The ADSA Annual Meeting, which attracts approximately 2,000 attendees.
- The Discover Conference Series, an informal opportunity to improve learning and enjoy networking and interactions with fellow scientists.
- A robust ADSA Awards Program to recognize both students and professionals who have made important contributions to the industry and the association.
- S-PAC, a comprehensive database of animal production and management conference proceedings.
- An advocacy program focused on education and research in the dairy sciences.
- Support of a science policy program hosted by FASS Inc. to create a unified voice for animal science.

Leadership
The volunteer leadership of the ADSA includes a Board of Directors and its Executive Committee.

Board of Directors (2019-2020)

- Rafael Jiménez-Flores*
  The Ohio State University
  President
- Rich Erdman*
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  University of Vermont
- Student Affiliate Division (SAD) President
  Jack Myers
  Iowa State University
- Graduate Student Division (GSD) President
  Bethany Dado-Senn
  University of Florida

* Indicates member of the Executive Committee
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